

Last Revised: 4/18/2025

This schedule is updated throughout the year.

Please check back occasionally for new dates and classes

Course Schedule

For Course Descriptions visit us at

www.nwclc.com/course_descriptions.html

Our course schedule is:

- Organized alphabetically by software program
- The length of time and cost for each class is listed below the program title
- You may take most classes in our classroom, online, or arrange for Saturdays or evenings
- Updated throughout the year; please check back occasionally for new dates and classes

Access Course Outlines		Microsoft Access		Access Course Outlines
Access Level I : Building a Database		Access Level II: Refining a Database		Access Level III: Programming
Course Length: 2 Days		Course Length: 2 Days		Course Length: 2 Days
Time: 9:00 am - 4:00 pm		Time: 9:00 am - 4:00 pm		Time: 9:00 am - 4:00 pm
Cost: \$550.00		Cost: \$550.00		Cost: \$575.00
April 22 & 23	Tue & Wed - Classroom	May 20 & 21	Tue & Wed - Classroom	Please contact us for dates and training options at: info@nwclc.com or (503) 362-4818 Creating Custom Forms Course Length: 1 Day Time: 9:00 am - 4:00 pm Cost: \$295.00 Please contact us for dates and training options at: info@nwclc.com or (503) 362-4818
April 22 & 23	Tue & Wed - Online	May 20 & 21	Tue & Wed - Online	
June 25 & 26	Wed & Thu - Classroom	July 8 & 9	Tue & Wed - Classroom	
June 25 & 26	Wed & Thu - Online	July 8 & 9	Tue & Wed - Online	
August 12 & 13	Tue & Wed - Classroom	August 20 & 21	Wed & Thu - Classroom	
August 12 & 13	Tue & Wed - Online	August 20 & 21	Wed & Thu - Online	
Register for Access Level I: info@nwclc.com		Register for Access Level II: info@nwclc.com		

Beyond Basic Queries		Designing Reports	
Course Length: 1 Day		Course Length: 1 Day	
Time: 9:00 am - 4:00 pm		Time: 9:00 am - 4:00 pm	
Cost: \$295.00		Cost: \$295.00	
May 6	Tuesday - Classroom	May 5	Monday - Classroom
May 6	Tuesday - Online	May 5	Monday - Online
June 16	Monday - Classroom	June 17	Tuesday - Classroom
June 16	Monday - Online	June 17	Tuesday - Online
August 15	Fri - Classroom or Online	August 22	Fri - Classroom or Online
Register for Access Queries: info@nwclc.com		Register for Access Reports: info@nwclc.com	

Are you building or enhancing a database and you would like our help with the process?

Request a custom class date for you or your group so we can work specifically on your project. It does not increase the cost of the class. In fact, depending on the number of people in your group, the per person cost may be less.

For more information contact us at:

info@nwclc.com 503-362-4818

Adobe Acrobat Pro

Level I		Level II	
Length:	1 Day	Length:	1 Day
Time:	9:00am-4:00pm	Time:	9:00am-4:00pm
Cost:	\$295.00	Cost:	\$295.00
May 20	Tuesday - Online*	May 21	Wednesday - Online*
June 23	Monday - Online*	June 26	Thursday - Online*
July 24	Thursday - Online*	July 25	Friday - Online*
August 19	Tuesday - Online*	August 20	Wednesday - Online*
<i>*If you prefer in-person training at our location or yours, please contact us info@nwclc.com</i>		<i>*If you prefer in-person training at our location or yours, please contact us info@nwclc.com</i>	
Register for Level I: info@nwclc.com		Register for Level II: info@nwclc.com	

NORTHWEST

computer learning center

Northwest Computer Learning Center
2659 Commercial Street SE, Suite 210
Salem, Oregon 97302

Crystal Reports

Level I	
Length: 2 Days Time: 9:00am-4:00pm Cost: \$595.00	
April 21 & 22	Mon & Tue - Classroom or Online
July 1 & 2	Tue & Wed - Classroom or Online
August 14 & 15	Thu & Fri - Classroom or Online
Register for Crystal Reports Level I: info@nwclc.com	
Level II	
Length: 1 Day Time: 9:00am-4:00pm Cost: \$325.00	
May 5	Monday - Classroom or Online
July 3	Thursday - Classroom or Online
Register for Crystal Reports Level II: info@nwclc.com	

Excel Course Outlines

Microsoft Excel

Excel Course Outlines

Excel Level I		Excel Level II		Excel Level III	
Course Length: 1 Day		Course Length: 1 Day		Course Length: 2 Days	
Time: 9:00 am - 4:00 pm		Time: 9:00 am - 4:00 pm		Time: 9:00 am - 4:00 pm	
Cost: \$275.00		Cost: \$275.00		Cost: \$525.00	
May 7	Wednesday - Classroom	May 8	Thursday - Classroom	May 14 & 15	Wed & Thu - Classroom
May 7	Wednesday - Online	May 8	Thursday - Online	May 14 & 15	Wed & Thu - Online
May 29	Thursday - Classroom	May 30	Friday - Classroom	June 24 & 25	Tue & Wed - Classroom
May 29	Thursday - Online	May 30	Friday - Online	June 24 & 25	Tue & Wed - Online
June 17	Tuesday - Classroom	June 18	Wednesday - Classroom	July 30 & 31	Wed & Thu - Classroom
June 17	Tuesday - Online	June 18	Wednesday - Online	July 30 & 31	Wed & Thu - Online
July 9	Wednesday - Classroom	July 10	Thursday - Classroom	August 26 & 27	Tue & Wed - Classroom
July 9	Wednesday - Online	July 10	Thursday - Online	August 26 & 27	Tue & Wed - Online
August 5	Tuesday - Classroom	August 6	Wednesday - Classroom	Contact us about customized Excel training for your group. Group rates can save you money.	
August 5	Tuesday - Online	August 6	Wednesday - Online		
Register for Excel Level I: info@nwclc.com		Register for Excel Level II: info@nwclc.com		Register for Excel Level III: info@nwclc.com	
Excel Level IV - Macros & VBA		Excel Power Query & PivotTables		Excel Power Pivot & Pivot Tables	
Course Length: 2 Days		Course Length: 1 Day		Course Length: 1 Day	
Time: 9:00 am - 4:00 pm		Time: 9:00 am - 4:30 pm		Time: 9:00 am - 4:30 pm	
Cost: \$525.00		Cost: \$325.00		Cost: \$325.00	
June 4 & 5	Wed & Thu - Classroom	May 20	Tuesday - Classroom	April 21	Monday - Classroom
June 4 & 5	Wed & Thu - Online	May 20	Tuesday - Online	April 21	Monday - Online
July 14 & 15	Mon & Tue - Classroom	June 12	Thursday - Classroom	June 3	Tuesday - Classroom
July 14 & 15	Mon & Tue - Online	June 12	Thursday - Online	June 3	Tuesday - Online
August 28 & 29	Thu & Fri - Classroom	July 23	Wednesday - Classroom	July 16	Wednesday - Classroom
August 28 & 29	Thu & Fri - Online	July 23	Wednesday - Online	July 16	Wednesday - Online
Register for Excel Level IV: info@nwclc.com		Register for Power Query: info@nwclc.com		Register for Power Pivot: info@nwclc.com	

Foxit PhantomPDF

Level I

Length: 1 Day **Time:** 9:00am-4:00pm **Cost:** \$295.00

Level II

Length: 1 Day **Time:** 9:00am-4:00pm **Cost:** \$295.00

Please contact us for dates and training options

info@nwclc.com

(503) 362-4818

Google Sheets

Level I

Course Length: 1 Day
Time: 9:00 am - 4:00 pm
Cost: \$275.00

May 7	Wednesday - Classroom
May 7	Wednesday - Online
May 29	Thursday - Classroom
May 29	Thursday - Online
June 17	Tuesday - Classroom
June 17	Tuesday - Online
July 9	Wednesday - Classroom
July 9	Wednesday - Online
August 5	Tuesday - Classroom
August 5	Tuesday - Online

Level II

Course Length: 1 Day
Time: 9:00 am - 4:00 pm
Cost: \$275.00

May 8	Thursday - Classroom
May 8	Thursday - Online
May 30	Friday - Classroom
May 30	Friday - Online
June 18	Wednesday - Classroom
June 18	Wednesday - Online
July 10	Thursday - Classroom
July 10	Thursday - Online
August 6	Wednesday - Classroom
August 6	Wednesday - Online

Adobe InDesign

Level I

Length: 2 Days **Time:** 9:00am-4:00pm **Cost:** \$675.00

Level II

Length: 1 Day **Time:** 9:00am-4:00pm **Cost:** \$350.00

Please contact us for dates and training options

info@nwclc.com

(503) 362-4818

Group Training

- We will customize our classes for your group at no extra cost.
- To meet your training needs, we will combine any of our course topics to create a custom course. We will even include your files as class examples.
- Group training may cost your company less money.
- For most of our courses, classes can be conducted at your location, in our classroom, or online via Zoom or Teams.

For more details, please contact us

info@nwclc.com

(503) 362-4818

Northwest Computer Learning Center
2659 Commercial Street SE, Suite 210
Salem, Oregon 97302

No dates that fit your schedule?

Contact us to discuss arranging a class date just for you or your group.

We update the schedule throughout the year. Please check back occasionally for additional date options.

Saturday and Evening classes available upon request.

For more information, please email info@nwclc.com or call 503-362-4818

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Salem, OR 97302

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Microsoft OneNote

OneNote Course Outline

OneNote Desktop (Full Version)

Course Length: 1 Day

Time: 9:00 am - 4:00 pm

April 8 Tuesday - Classroom or Online

May 20 Tuesday - Classroom or Online

June 13 Friday - Classroom or Online

July 8 Tuesday - Classroom or Online

August 14 Thursday - Classroom or Online

Register for OneNote: info@nwclc.com

Microsoft Outlook (New) Desktop App for Windows

Course Length: 1 Day

Time: 9:00 am - 4:00 pm

Cost: \$275.00

June 2 Mon - Classroom or Online

July 17 Thu - Classroom or Online

Register for Outlook App: info@nwclc.com

Microsoft Outlook Web App

Course Length: 1 Day

Time: 9:00 am - 4:00 pm

Cost: \$275.00

May 19 Mon - Classroom or Online

July 3 Thu - Classroom or Online

Register for Outlook Web: info@nwclc.com

Microsoft Power BI Desktop

Power BI Course Outline

Course Length: 1 Day

Time: 9:00 am - 4:30 pm

Cost: \$395.00

May 6 Tuesday - Classroom

May 6 Tuesday - Online

June 16 Monday - Classroom

June 16 Monday - Online

August 7 Thursday - Classroom or Online

Register for Power BI: info@nwclc.com

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The Professional's Choice since 1983 • Locally Owned & Operated

Our Guarantee

You may retake a class at no additional charge within 1 year of the original class date (the same software version and class). To do so, please contact us directly. We do ask that you bring your class workbook with you. We also provide email and telephone support for after-class questions.

Microsoft Outlook (Classic)

Outlook Course Outlines

Outlook (Classic) Level I		Outlook (Classic) Level II	
Course Length: 1 Day		Course Length: 1 Day	
Time: 9:00 am - 4:00 pm		Time: 9:00 am - 4:00 pm	
Cost: \$275.00		Cost: \$275.00	
April 8	Tuesday - Classroom	April 11	Friday - Classroom
April 8	Tuesday - Online	April 11	Friday - Online
May 13	Tuesday - Classroom	May 20	Tuesday - Classroom
May 13	Tuesday - Online	May 20	Tuesday - Online
June 20	Friday - Classroom	June 26	Thursday - Classroom
June 20	Friday - Classroom	June 26	Thursday - Online
July 29	Tuesday - Classroom	August 1	Friday - Classroom
July 29	Tuesday - Online	August 1	Friday - Online
Register for Outlook Level I: info@nwclc.com		Register for Outlook Level II: info@nwclc.com	

Microsoft PowerPoint

PowerPoint Course Outlines

PowerPoint Level I		PowerPoint Level II	
Course Length: 1 Day		Course Length: 1 Day	
Time: 9:00 am - 4:00 pm		Time: 9:00 am - 4:00 pm	
Cost: \$275.00		Cost: \$275.00	
April 11	Friday - Classroom	April 14	Monday - Classroom
April 11	Friday - Online	April 14	Monday - Online
June 4	Wednesday - Classroom	June 5	Thursday - Classroom
June 4	Wednesday - Online	June 5	Thursday - Online
July 22	Tuesday - Classroom	July 23	Wednesday - Classroom
July 22	Tuesday - Online	July 23	Wednesday - Online
Register for PowerPoint: info@nwclc.com		Register for PowerPoint: info@nwclc.com	

Microsoft Project Professional

Project Course Outlines

Project Level I		Project Level II	
Course Length: 2 Days		Course Length: 1 Day	
Time: 9:00 am - 4:00 pm		Time: 9:00 am - 4:00 pm	
Cost: \$625.00		Cost: \$350.00	
April 14 & 15	Monday & Tuesday	May 5	Monday
June 4 & 5	Wednesday & Thursday	June 10	Tuesday
Classes available in-person or online		Classes available in-person or online	
Register for Project I: info@nwclc.com		Register for Project II: info@nwclc.com	

Microsoft Publisher

Publisher Course Outlines

Please Contact Us: info@nwclc.com

Publisher Level I		Publisher Level II	
Course Length: 1 Day		Course Length: 1 Day	
Time: 9:00 am - 4:00 pm		Time: 9:00 am - 4:00 pm	
Cost: \$275.00		Cost: \$275.00	

QuickBooks Desktop or Online

We offer classes in various versions of QuickBooks, including QuickBooks Online.

QuickBooks classes are available on a one-on-one or custom basis. We will schedule classes for you during the week, in the evening, or on Saturdays. You may attend class in our classroom or virtually. All classes are instructor-led.

Please contact us for more details.

info@nwclc.com or (503) 362-4818

Level I		Level II	
Course Length: 2 Days		Course Length: 1 Day	
Time: 9:00 am - 4:00 pm		Time: 9:00 am - 4:00 pm	
Cost: \$575.00		Cost: \$325.00	

NORTHWEST

computer learning center

Group Training

We will customize our classes for your group at no extra cost.

To meet your training needs, we will combine any of our course topics to create a custom course. We will even include your files as class examples.

Group training may cost your company less money.

For most of our courses, classes can be conducted at your location, in our classroom, or online via Zoom or Teams.

For more details, please contact us

info@nwclc.com

(503) 362-4818

No dates that fit your schedule? Please contact us to discuss arranging a custom class date.

Saturday and Evening classes available upon request.

info@nwclc.com 503-362-4818

Microsoft SharePoint		Microsoft Teams		Microsoft Visio	
<u>SharePoint Online Course Outline</u>		<u>Teams Course Outline</u>		<u>Visio Course Outlines</u>	
Course Length: 1 Day		Course Length: 1 Day		Visio Level I	
Time: 8:30 am - 5:00 pm		Time: 9:00 am - 4:00 pm		Course Length: 1 Day	
Cost: \$395.00		Cost: \$275.00		Time: 9:00 am - 4:30 pm	
May 21	Wednesday - Classroom	April 16	Wednesday - Classroom	Cost: \$395.00	
May 21	Wednesday - Online	April 16	Wednesday - Online	Monday, June 2 - Classroom or Online	
July 1	Tuesday - Classroom	June 3	Tuesday - Classroom	Visio Level II	
July 1	Tuesday - Online	June 3	Tuesday - Online	Course Length: 1 Day	
August 13	Wednesday - Classroom	July 25	Friday - Classroom	Time: 9:00 am - 4:30 pm	
August 13	Wednesday - Online	July 25	Friday - Online	Cost: \$395.00	
				Tuesday, June 3 - Classroom or Online	
Register for SharePoint: info@nwclc.com		Register for Teams: info@nwclc.com		Register for Visio: info@nwclc.com	

<u>Word Course Outlines</u>		Microsoft Word		<u>Word Course Outlines</u>	
Word Level I		Word Level II		Word Level III	
Course Length: 1 Day		Course Length: 1 Day		Course Length: 2 Days	
Time: 9:00 am - 4:00 pm		Time: 9:00 am - 4:00 pm		Time: 9:00 am - 4:00 pm	
Cost: \$275.00		Cost: \$275.00		Cost: \$525.00	
May 13	Tuesday - Classroom	May 21	Wednesday - Classroom	April 21 & 22	Mon & Tue - Classroom
May 13	Tuesday - Online	May 21	Wednesday - Online	April 21 & 22	Mon & Tue - Online
June 10	Tuesday - Classroom	June 11	Wednesday - Classroom	June 12 & 13	Thu & Fri - Classroom
June 10	Tuesday - Online	June 11	Wednesday - Online	June 12 & 13	Thu & Fri - Online
July 16	Wednesday - Classroom	July 17	Thursday - Classroom	July 22 & 23	Tue & Wed - Classroom
July 16	Wednesday - Online	July 17	Thursday - Online	July 22 & 23	Tue & Wed - Online
August 28	Thu - Classroom or Online	August 29	Fri - Classroom or Online		
Register for Word Level I: info@nwclc.com		Register for Word Level II: info@nwclc.com		Register for Word Level III: info@nwclc.com	

Microsoft Windows/Computer Skills

Windows 11 Level I		Computer Basics		Keyboarding	
Course Length: 1 Day		Course Length: 3.5 Hours		Course Length: 3 Hours	
Time: 9:00 am - 4:00 pm		Time: See Below		Time: See Below	
Cost: \$275.00		Cost: \$175.00		Cost: \$165.00	
April 11	Friday - Classroom	April 14	Mon - 1:00 pm - 4:30 pm	April 14	Mon - 9:00 am-12:00 pm
April 11	Friday - Online	May 13	Tue - 1:00 pm - 4:30 pm	May 13	Tue - 9:00 am-12:00 pm
May 13	Tuesday - Classroom	June 13	Fri - 8:30 am-12:00 pm	June 13	Fri - 1:00 pm - 4:00 pm
May 13	Tuesday - Online	July 28	Mon - 1:00 pm - 4:30 pm	July 28	Mon - 9:00 am-12:00 pm
June 20	Friday - Classroom	August 21	Thu - 8:30 am-12:00 pm	August 21	1:00 pm - 4:00 pm
June 20	Friday - Online				
July 15	Tue - Classroom or Online				
Register for Windows 11: info@nwclc.com		Register for Computer Basics: info@nwclc.com		Register for Keyboarding: info@nwclc.com	